

## **Non-Appropriated Fund Activities**

### **Announcement #NAF:016:04**

**Opening Date:** 03/15/04

**Closing Date:** Open until filled

**Position:** Cashier-Checker (Golf), NF-2091-01, Flexible hours, \$8.25 ph

**Area of Consideration:** All qualified applicants, local commuting area

**Location:** Morale, Welfare & Recreation Department

**Duty Station:** Dahlgren, Virginia

**Duties:** The incumbent will be responsible for: greeting patrons and checking identification to ensure valid customers; accepting payments and operating cash register; preparing and serving pre-packaged food and beverage items, including alcoholic beverages; maintaining records related to sales, rental equipment and patron usage; maintaining small change fund; completing proper sales documents required for type of purchase; bagging or boxing items for take out; assisting in taking inventory and performing other duties as assigned.

**Qualification Requirements:** The applicant must be: 21 years old; able to work days, evenings and weekends; and a citizen of the United States or foreign national serving on active duty as a member of the U.S. Armed Forces or a dependent. Basic eligibility will be determined by a review of the applicant's OF-612 or resume and consideration of relevant experience and training. The applicant should include all experience, training, education, awards, commendations and other information that is relevant to the job elements listed below.

#### **Job Elements:**

- 1) Ability to perform the duties of the position with minimal supervision.
- 2) Ability to meet and deal with others.
- 3) Ability to follow instructions.
- 4) Knowledge of basic mathematics and ability to operate a cash register.

**How to Apply:** Submit an application or resume and last 2 performance appraisals. The applicant is urged to address each job element specifically.

#### **Mail applications to the following address:**

Naval District Washington – West Area  
Morale, Welfare & Recreation Department Code CD25  
17320 Dahlgren Road Bldg. 100  
Dahlgren, VA 22448-5100

#### **Conditions of Employment**

Background check: Yes  
Security clearance required: No  
Supervisory/Managerial probationary period required: No  
Drug test required: No  
Permanent change of station travel may be authorized: No  
Relocation services may be authorized: No

**For Further Information: Barbara Simmons, 540/653-7710**